

DEPARTMENT OF THE NAVY NON-APPROPRIATED FUNDS

VACANCY ANNOUNCEMENT



ANNOUNCEMENT #M- 01904

POSITION: GRAPHIC ARTIST NF-03

SALARY: \$9.50 - \$14.00 PH

LOCATION- ADMINISTRATION

OPEN: 1/26/04

CLOSE: OPEN UNTILL FILLED

**AREA OF
CONSIDERATION - COMMUTING AREA**

(X) Spouse Preference Eligible
(X) Involuntary Separated Military

(x) Regular Full-Time	(35-40 Hours Per Week)
() Regular Part-Time	(20-34 Hours Per Week)
() Flexible	(0-40 Hours Per Week)

(X) One-Time Basis
() Establish Register
() Merit Staffing

**HOW TO APPLY: Submit current SF-171 or OF612 and any supplemental forms to
Morale, Welfare & Recreation, Bldg. 467-Suite A, NASMR, 47402 Buse Road, Patuxent River, MD 20670
Attn: Personnel Dept. For further information call 301-342-3653.**

DUTIES AND RESPONSIBILITIES

Assists the publicity branch by planning and executing the development of graphic designs, layouts and exhibits in coordination with the presentation of printed media. Designs logos and other graphic elements using graphic software such as Adobe PhotoShop, Adobe Illustrator and QuarkXpress. To achieve the desired product, the incumbent performs the following functions:

Designs and prints posters, flyers, ads, brochures, table tents, displays and other printed materials required to promote MWR program participation and increase sales. Performs digital design layout of the Patuxent Trails, MWR monthly newsletter, employee newsletter and miscellaneous publications. Identifies picture and copy placement, select photos and clip art to be used in the newsletter.

Designs and prints forms, handbooks, signs and other printed materials needed in the facilities operation. Provides design advice and consultation to the department and staff as required. May attend MWR special events and administrative functions to take pictures. Assists in copying and distributing flyer, posters, etc., to various locations. Performs other duties as assigned.

QUALIFICATIONS

Three years' experience that demonstrates knowledge and application of graphic design and layout, print procedures, desktop publishing, and photography. Must have a good command of the English language involving both writing and speaking. Must be familiar with the various recreational programs normally offered through a well-rounded military recreation program. Proficient and skillful in using the tools of the trade, including computer hardware and graphic and non-graphic software, a 35mm camera, digital camera, office and marketing machinery that is connected via the base network. Must be able to obtain access to the base computer network.

ENROLLMENT IN DIRECT DEPOSIT IS A CONDITION OF EMPLOYMENT

Obligation to give all information to be considered in rating/ranking qualifications is the responsibility of the applicant. Applications and additional information will not be accepted after the closing date for this vacancy. Applications must be received in the Personnel Office or postmarked no later than the closing date of this announcement or they will not be given consideration.

Applicants must meet all eligibility requirements for the position.

Privacy Act Requirements (PL93-597): The application forms prescribed are used to determine qualifications for promotion or employment and are authorized under Title 5, USC Section 3302 and 3361.

Spouses of Active Duty Military Personnel shall be provided spousal preferential consideration for positions NF1 and NF2. Eligibility begins 30 days before the military member's reporting date and continues for the duration of the PCS Orders until the Spouse accepts or rejects a job offer.

Include with the application any awards received such as outstanding performance ratings, awards granted under incentive awards programs (list monetary awards), and awards given to employees under your supervision.

Rating/Ranking of promotional candidates to determine the best qualified will be accomplished by comparing the candidates' knowledge, skills and abilities against the evaluation factors listed in this announcement. These factors are essential for an employee to perform the duties of the position. Supervisory appraisal experience, training, and awards will be considered in the Rating/Ranking process.

Applicants should make a copy of their application for their files. No application will be returned and no copies of applications will be provided.

The Department of the Navy is an Equal Employment Opportunity employer. All qualified candidates will receive consideration without regard to Race, Color, Religion, Sex, National Origin, Age, Disability, Marital Status, Political Affiliation, Sexual Orientation or any other non-merit factor.